



Sick Leave Bank Enrollment

Name: _____ Date of Hire: _____

Department: _____

Division/Section: _____

Enrollment can occur at any time, once an employee meets the following eligibility requirements.

- Regular full-time employees with six (6) months of continuous service.
- Employees must have a combined balance of forty (40) hours of sick and/or annual leave in order to enroll in the Sick Leave Bank for the first time.
- Employees must donate eight (8) hours sick leave upon enrollment.

Check here: ☐ I wish to enroll in the Sick Leave Bank.

Employee Signature

Date

Please forward completed form to the Office of Employee Services, Administration Building, Room 430.